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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Operations

DATE: 21 DEC 1956

FROM : Director of Training

SUBJECT: Training in Cable Writing

1. In accordance with the desire of the Director of Central Intelligence to see an improvement in the quality of our cable writing, I have examined the matter of increasing training in cable writing with a view to making some kind of instructional assistance available to all persons within the Clandestine Services who write cables. I would like, therefore, to submit the following program for your consideration and to request your concurrence to proceed with it:

a. For Headquarters Personnel. The existing Cable Refresher Course would be continued for headquarters personnel. It would remain a half-day course and the content would place heavy stress on organizing and wording the cable and on technical considerations as they affect the Signal Center. The enrollment would be limited to 45 to 60 persons. About 90 persons are enrolled for the next running on 18 February 1957.

b. For Field Personnel. We propose using a double-barrelled approach, aimed at field personnel both here on TDY and still in the field.

(1) A twelve-hour course would be offered field personnel on TDY. Four hours would be spent in covering the same ground as that in the Cable Refresher Course, and eight hours in directed practice in cable writing. The enrollment would be either individuals as tutorial students or groups of up to fifteen persons.

(2) A modified transcript of the content of the Cable Refresher Course together with briefings on it would be furnished personnel in the field. Persons designated by the Operating Divisions would do the field briefings. Instructors from the Office of Training would brief and train the designated persons at headquarters either as individuals or in small groups.

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2. Since the DCI has said that Field cable writing is poorer than Headquarters cable writing, we have in the foregoing program put heavier emphasis on training for Field personnel.

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for [REDACTED]
MATTHEW BAIRD

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